

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

SAFETY SPECIALIST (PS101156)

DEPARTMENT: BCWS - SAFETY

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under limited supervision responsible for conducting accident investigations, safety inspections/audits, interpretation of OSHA standards, conducting safety training and to provide operational and administrative support to the safety program with primary emphasis being on accident prevention and creating a safe work environment. Conduct safety training classes including CPR and First Aid for all employees. Conduct in depth investigations of safety related injuries and incidents and provides comprehensive reports to the Director of Safety & Risk Management. Conduct in depth work site inspection/audits (generates reports with findings recommendations and follows up on implementation). Coordinate industrial hygiene program in areas of Hazard Communication compliance and ergonomic assessments. Interpret complex and frequently changing federal and state OSHA standards and provides information to all company functions. Assist with Worker's Compensation program. Head of the Safety Committee for the County. Plans and implements safety policies and procedures in compliance with local, state and federal (OSHA) rules and regulations. Assist all departments with understanding and complying with all applicable federal, state and local guidelines. Communicate with all employees regarding health and safety issues. Coordinate with all contractors to ensure compliance with all applicable health and safety regulations. Inspect facilities to detect existing or potential accident and health hazards, determines corrective and preventive measure when indicated. Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials. Assist departments in identifying safety training needs. Develop and coordinate the delivery of safety training classes. Maintain employee training files. Assist departments with the applications, permits, exams, and renewals for all LLR required licenses. Oversee the investigation of all accidents, injuries and/or property damages, and submit annual reports to OSHA on these events. Monitor the impact of safety training courses on the injury and illness rates in the workplace. Assist in the preparation of the annual budget request for departments to include all travel and education for Safety training. Conduct and/or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment. Provide employee safety orientation at new hire orientation. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in Safety, Risk Management or a closely related field and three (3) years related experience; or an equivalent combination of education and experience.

Must possess a valid SC driver's license. Must have a safe driving record.

Must be OSHA 10/30 certified or able to attain certification within 2 (two) years of employment.

Must be CPR/First Aid instructor certified or be able to obtain certification within 1 (one) year of employment.

Excellent oral and written communications skills are required.

Must be able to work autonomously, organized, detail oriented, and multi-tasking.

Mainframe systems and advanced personal computer experience including Word and Excel.

Skilled in the operation of all basic office equipment, including fax machines.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. The employee may be required to stoop, reach, or bend. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

This position is currently classified as non-exempt and reports directly to the Safety Superintendent. Thirty-seven and one half (37.5) hours per week. Normal working hours are 9:00 a.m. and 5:00 p.m. Monday through Friday with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Safety Specialist - Grade C37

Entry Level Bi-Weekly Pay Range: \$1661.25 - \$1910.44

Date of Posting: 08/10/2015

Closing date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.